

ENLISTED PERFORMANCE REPORT (AB thru TSGT)			
I. RATEE IDENTIFICATION DATA			
1. NAME (Last, First, MI)	2. CAPID	3. RANK	4. UNIT
5. PERIOD OF REPORT From: Thru:	6. NO. DAYS SUPERVISION		7. REASON FOR REPORT
II. JOB DESCRIPTION			
1. DUTY TITLE			
2. KEY DUTIES, TASKS, AND REPOSNSIBILITIES -Accept/execute all duties, instructions, and orders in a timely/efficient manner - Wear the uniform properly - Progress one achievement every quarter			
III. EVALUATION OF PERFORMANCE			
1. HOW WELL DOES RATEE PERFORM ASSIGNED DUTIES? (Consider quality, quantity, and timeliness of duties performed)			
<input type="checkbox"/> Inefficient. An unprofessional performer.	<input type="checkbox"/> Good performer. Performs routine duties satisfactorily.	<input type="checkbox"/> Excellent performer. Consistently produces high quality work.	<input type="checkbox"/> The exception. Absolutely superior in all areas.
2. HOW MUCH DOES RATEE KNOW ABOUT PRIMARY DUTIES? (Consider whether rate has technical expertise and is able to apply knowledge)			
<input type="checkbox"/> Does not have the basic knowledge necessary to perform duties.	<input type="checkbox"/> Has adequate knowledge to satisfactorily perform duties.	<input type="checkbox"/> Extensive knowledge of all primary duties and related positions.	<input type="checkbox"/> Excels in knowledge of all related positions. Masters all duties.
3. HOW WELL DOES RATEE COMPLY WITH STANDARDS? (Consider dress and appearance, fitness, customs, and courtesies)			
<input type="checkbox"/> Fails to meet minimum standards.	<input type="checkbox"/> Meets Civil Air Patrol standards.	<input type="checkbox"/> Sets the example for others to follow.	<input type="checkbox"/> Exemplifies top Civil Air Patrol standards.
4. HOW IS RATEE'S CONDUCT ON/OFF DUTY? (Consider safety behavior, respect for authority, support for organizational activities)			
<input type="checkbox"/> Unacceptable.	<input type="checkbox"/> Acceptable.	<input type="checkbox"/> Sets the example for others.	<input type="checkbox"/> Exemplifies the standard of conduct.
5. HOW WELL DOES RATEE SUPERVISE/LEAD? (Consider how well member sets/enforces standards, displays initiative and self-confidence, provides guidance and feedback, and fosters teamwork)			
<input type="checkbox"/> Ineffective.	<input type="checkbox"/> Effective. Obtains satisfactory results.	<input type="checkbox"/> Highly effective.	<input type="checkbox"/> Exceptionally effective leader.
6. HOW WELL DOES RATEE COMPLY WITH INDIVIDUAL TRAINING REQUIREMENTS? (Consider specialty training, encampments, PME, proficiency/qualifications)			
<input type="checkbox"/> Does not comply with minimum training requirements.	<input type="checkbox"/> Complies with most training requirements.	<input type="checkbox"/> Complies with all training requirements.	<input type="checkbox"/> Consistently exceeds all training requirements.
7. HOW WELL DOES RATEE COMMUNICATE WITH OTHERS? (Consider ratee's verbal and written communication skills)			
<input type="checkbox"/> Unable to express thoughts clearly. Lacks organization.	<input type="checkbox"/> Organizes and expresses thoughts satisfactorily.	<input type="checkbox"/> Consistently able to organize and express ideas clearly and concisely.	<input type="checkbox"/> Highly skilled writer and communicator.

IV. PROMOTION RECOMMENDATION (Compare ratee with others of like rank and responsibility)			RATEE NAME (last, first, MI): ,		
RECOMMENDATION	NOT RECOMMENDED	NOT RECOMMENDED THIS TIME	CONSIDER	READY	IMMEDIATE PROMOTION
RATER'S RECOMMENDATION	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
ADDITIONAL RATER'S RECOMMENDATION	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

V. RATER'S COMMENTS

Last performance feedback was accomplished on:

NAME, RANK, UNIT	DUTY TITLE		DATE
	CAPID	SIGNATURE	

VI. ADDITIONAL RATER'S COMMENTS ☐ CONCUR ☐ NONCONCUR

NAME, RANK, UNIT	DUTY TITLE		DATE
	CAPID	SIGNATURE	

INSTRUCTIONS
Reports written by colonels do not require an additional rater, however, endorsement is permitted.
When the rater's rater is not at least a MSgt the additional rater is the next official in the rating chain serving in the grade of MSgt or higher.

VII. COMMANDER'S REVIEW

<input type="checkbox"/> CONCUR	<input type="checkbox"/> NON-CONCUR (Attach additional sheets if necessary)	SIGNATURE
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